## How to Make a Writing Center Appointment:

1. Go to <a href="https://abtech.mywconline.com">https://abtech.mywconline.com</a>. This link is available on the Writing Center's homepage, as well.



2. Once you arrive at WCONLINE, you will be prompted to log in. If you are on a personal device, you may check the "stay logged in" box, which will save your log-in information and take you directly to the calendar during future sessions. You should not use this feature if you are working on a shared device, such as a public computer.

A-B Tech Writing Center	Welcome to WCONLINE! To get started, register for an account by clicking link to the left.
First visit? Register for an account. Returning? Log in below.	
Email Address	
Password	
AVAILABLE SCHEDULES	
Summer 2019	
Online Tutoring	
Check box to stay logged in: 🗆 0	
LOG IN	
Having trouble logging in?	
Receiving unwanted text messages?	

3. Once you log in, you will be taken to the Writing Center's default calendar, which will be for in-person and remote tutoring. If you would prefer to view another calendar, such as the schedule for "Online Tutoring," you may do so by checking the appropriate calendar prior to logging in or by selecting from the dropdown menu at the top of the schedule after logging in.



- 4. To schedule an appointment, click on any of the available white blocks. Blocks appearing in other colors have either been booked by other students or are otherwise unavailable. You may schedule an appointment up to two weeks in advance. If you would like a standing appointment at the same time each week, please call or visit the Writing Center to receive assistance from an administrator. Similarly, sessions with RISE tutors can be scheduled over the phone or in person.
- 5. Once you have clicked on your selected appointment time, a short form will pop up in a new window. Please fill out the required information. If you are not visiting the Writing Center to work on materials for a class, you may enter "N/A" for course and instructor. You may attach files to the bottom of your appointment form, such as a draft or assignment prompt, but this is optional.

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o select a different client, begin t	yping a name or email above and then select from the resulting list.
ppointment Date	
luesday, May 28, 2019	11:00am • to 12:00pm • Show REPEAT Options
staff or Resource	
Rebecca E. (Summer 2)	019)
APPOINTMENT LIMITS: Appo	intments must be between 0 hours and 1 hour in length.
Meet Tutor Online?	
No. Meet face-to-face	at the center.
Yes. Schedule Remote If you choose a remote ap	a appointment, pointment, log back in to this website approximately five minutes before the start of
your appointment. Then, i	open this appointment and click "Start or Join Online Consultation."
your appointment. Then, o Questions marked with a * are re- dministrators. (As an administrat elds are also tagged as administra iourse (Ex. ENG 111 YD1) *	pen this appointment and click "Sant of join Online Consultation." pured, Questions murited with Assem (Aley are only available to and shown to only our can save an appointment without filling in required fields—except (filtose require stor-only questions.)
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6. Once the form is complete, you may select "Create Appointment." Your appointment will then show up in yellow on the calendar. You will also receive a confirmation email, if you have set up your account to do so.

